

# POSITION VACANCY ANNOUNCEMENT

## Kalamazoo Public Library

### Head of Facilities Management

**Position Summary:** Responsible for the management and operations of the Facilities Management Department under the direction of the Library Director. Responsible for planning, directing and controlling maintenance, repair, housekeeping, grounds keeping, meeting room set-up, logistics and security functions of the library facilities.

#### **Duties and Responsibilities:**

##### **Facilities Operations and Maintenance**

1. Inspects buildings and equipment for upkeep, repair, preventive maintenance or replacement; establishes and maintains appropriate records; identifies long-range facility maintenance needs.
2. Oversees the operation of all building equipment: boilers, air conditioners, security system, fire alarms, DDC control systems; manages for acceptable conditions and energy cost control, works to minimize equipment life cost.
3. Coordinates library facility projects with building inspectors and vendors and monitors compliance with plan codes and regulations.

##### **Personnel Management**

1. Supervises employees assigned to the FM department; engages in selecting, scheduling, delegating, training and coaching; evaluates staff and works to motivate and enhance staff work performance.
2. Assures that supervised employees operate within the policies and procedures of the Library and applicable federal, state and local laws.

##### **Planning and Administrative Responsibilities**

1. Oversees FM office operations; establishes and monitors routine office procedures.
2. Coordinates the delivery and logistics to all facilities.
3. Assists in the overall planning, design, development, management and administration of Library facilities (buildings, grounds and workspaces).
4. Leads departmental planning and problem-solving efforts.
5. Prepares annual department budget request to include justification of building expenditures, repairs and replacements; analyzes operation expenses and conducts cost/benefit analyses.
6. Engages in review, negotiation and administration of contracts with vendors for building repair, maintenance, replacement services, cleaning services, grounds keeping services, materials, supplies, equipment, and others for the purchase of items and services for Library facilities.
7. Manages FM projects; coordinates other special projects as assigned.
8. Performs library-wide administrative duties; participates in management team meetings; works with other department heads and staff on library-wide matters; represent Library in external organization and activities; serves as administrator on call.

#### **Safety and Security Responsibilities**

1. Ensures that facilities meet government regulations and environmental, health and security standards.
2. Monitors and inspects buildings and premises for fire, security and safety issues, and ensures compliance with OSHA, ADA and local building codes and other applicable regulations in all facilities.
3. Inspects machinery and equipment for conformance with operational standards.
4. Initiates reasonable security measures for the protection of library property and equipment.
5. Participates in the Library's Safety and Security committee. Assists with the review and revision of safety and security procedures; determines appropriate action to correct potentially unsafe conditions.
6. Monitors, maintains records, and trains affected staff on policies and procedures in compliance with OSHA, MIOSHA and other safety, security and work-related laws, regulations and best practices.

#### **Minimum Qualifications:**

- Bachelor degree in facility management/engineering related discipline or equivalent with a minimum of four years' experience in facilities management.
- Minimum of two years supervisory experience in motivating, training, appraising, and directing the efforts of staff.
- Functional knowledge of Building Automation Systems.
- Previous experience managing complex infrastructure projects.

#### **Desirable Qualifications:**

- Experience in non-profit setting.
- Experience with Metasys HVAC software.

#### **Salary**

\$62,657 minimum; Health, vision, dental, LTD, life insurance, retirement, vacation, holidays, and sick leave.

#### **SCHEDULE**

40 hours weekly

#### **AVAILABLE**

Mid-August 2011

Applications are available in the Administrative Office or at [www.kpl.gov/jobs](http://www.kpl.gov/jobs)  
Cover letter, resume, and completed application are required for consideration. Please submit all information to HR Manager in the Administrative Office.

**Deadline for applications: Friday, May 27, 2011**